Payment Request Quick Reference

Overview

- Log into HCOM at:
  - http://vpf-web.harvard.edu/applications
  - Click + sign next to Oracle Login via PIN
  - Login with HUID & PIN
  - Click + sign next to b) HRVP"PROCUREMENT.

- What is a Payment Request? A Payment Request is a tool within HCOM to initiate invoice payments and process specific nonstandard transactions that cannot be handled through the Purchase Order functions in HCOM.

  Note: A non-employee reimbursement is a form of payment request.

- Logout of HCOM after working on Requisitions, click Logout link.

Help Contacts:

- For technical issues, contact the HU IT Help Desk: dls@harvard.edu or x6-2001
- For customer service issues, contact University Financial Services-AP Customer Service: ap_customerservice@harvard.edu or x5-8500, option 1

Recommended Payment Request Transactions

<table>
<thead>
<tr>
<th>Payments</th>
<th>Reimbursements</th>
<th>Invoices/Non-Standard Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals</td>
<td></td>
<td>Royalties, Royalties</td>
</tr>
<tr>
<td>Non-Employees</td>
<td></td>
<td>Utilities, Utilities</td>
</tr>
<tr>
<td>* Taxable 1099 services - for (examples):</td>
<td></td>
<td>Memberships and dues</td>
</tr>
<tr>
<td>--Performers</td>
<td></td>
<td>Bank fees and drafts, Visa Fees</td>
</tr>
<tr>
<td>--Speakers</td>
<td></td>
<td>Refunds</td>
</tr>
<tr>
<td>--Lecturers</td>
<td></td>
<td>Subcontracts</td>
</tr>
<tr>
<td>All others are reimbursed in Web</td>
<td></td>
<td>Benefits providers</td>
</tr>
</tbody>
</table>

* Any 1099 taxable payment for services to individuals in any Harvard employment category should also be processed in HCOM.

Required Documentation

Documentation requirements for Payment Requests can vary. When an invoice exists, this serves as the documentation. If not, the local unit is responsible for submitting documentation that notes the vendor, date, amount due and an invoice number, if they choose to create one.

Accessing the Payment Request Tab

From any screen in HCOM, click on the Payment Request Tab:

Before processing a Payment Request: Your vendor must appear in the AP Vendor Database. If the vendor is not listed, or the remit-to address has changed, you must log out of HCOM and create a request for a new or changed vendor using the Oracle Vendor Request Form. For more information about the form, see the document Using the Vendor Request Form on http://eureka.harvard.edu.

The Payment Request Screen

1. If needed, obtain the necessary form from ABLE.

2. If the payment request is a non-employee reimbursement, see the Processing Non-Employee Reimbursement Requests in HCOM Quick Reference on http://eureka.harvard.edu.

3. Search for the Supplier and Site: Type in part of the vendor name and click . Select vendor by clicking . Both Supplier and Supplier Site fields will be filled in. Add Business Purpose: include the who, what, when, where, why and who else was involved with this transaction, the invoice number, and transaction date. Note: The information in this field will appear on the CREW Detail Listing Report.

4. Add the Payment Amount

5. Click . To add additional lines, type in new Business Purpose and Payment Amount, and click . When finished, click .
Checkout

Shopping Cart Screen

1. **Optional:** you can make changes to the **Item Description** field. The Item Description field contains the contents of the Business Purpose field.
2. **Add an Asset Tag Number:** If applicable to your school and to the Payment Request.

Checkout: Requisition Information screen

You can edit all fields on this screen.

1. **Enter Requisition Description** to summarize request. It is recommended that you include the vendor invoice number because this field is searchable.
2. **Uncheck Receiving Required for Payment** box

Changing Account Code Numbers

You can change the existing number or split-code

To change the existing **Account Code:**

1. Click on Charge Account Link twice:
   - **Option 1:** Select Nickname from drop down menu (if Preferences were set)
   - **Option 2:** Type over existing value
   - **Option 3:** Search for a value
2. To search for a value:
   - Click 
   - Type in as much of the account string that you know and click
   - Select code by click radio button and then click

To Split-Code:

1. Click
2. Click
3. Find the split-code value using one of the options above
4. Split line by Percent, Quantity or Amount

Click **Apply** twice when changes are complete.
Requisition: Check Approvers screen

Check approver name. If correct, no further action is required.

Manage Approvals

Add Note to Approver

Add Attachments

Note: All fields in this screen are optional.
Actions you can perform on this screen are:
- Manage Approvals (add an approver or change first approver)
- Add a Note to Approver or Supplier
- Add or delete an attachment

Manage Approvals

Default Approver: The name of your default Approver(s) will appear in the approval string at the top left of the screen.

If you need to add an approver or change the default approver, click The Manage Approvals radio buttons appear.

Add Approver
Select the Add Approver radio button to add an additional approver(s) to this Requisition, if needed. (Note: The button is selected on opening.)

a. Enter Approver’s last name and click .

b. Select name by clicking . Click at bottom of page.

c. Select whether the Approver should appear before or after the default Approver.

d. Click .

If you wish to reset the First Approver, select the Reset First Approver radio button and click .

Change First Approver

If this is not the Approver that should approve the Requisition, use Change First Approver to replace the existing Approver.

a. Click the Change First Approver radio button.

b. Type in New First Approver’s last name and click .

c. Select name by clicking . Click at bottom of page.

d. Click .

If you wish to reset the First Approver, select the Reset First Approver radio button and click .

Note: You cannot delete a default approver.

Add Notes – Add text in the Note to Approver field. The Note to Supplier field is not used in Payment Requests; leave blank.

Add Attachment:

a. Click .

b. Type in Description

c. Select Type and add attachment:
   a. File: select radio button next to File and click ; select file from local computer.
   b. URL: select radio button next to URL and type URL of website into URL field
   c. Text: select radio button next to Text and type text into Textbox.

   d. Click .

To delete an Attachment, click . When you have completed the changes, click .
Vendor Justification Section

If you are making a grant payment and the cost of the item is more than $4,999.99, you must complete the Vendor Justification section. Select the appropriate Justification Reason and Pricing Review Code from the list of values. Enter Justification Explanation and Pricing Other Explanation where applicable.

If the item is more than $24,999.99, use the horizontal scroll bar to navigate to the Debarment Certification column and select the appropriate Debarment Certification information in the list of values.

Checkout: Review & Submit Screen

Optional: You can print this screen:
1. Click Show link next to all Requisition Lines to see account coding.
2. Click .
3. Click to submit Shopping Cart.

Note: The original invoice and documentation must be sent to Accounts Payable, not a printout of this screen.

Confirmation Screen

You will receive a Requisition Number. HCOM will forward the Requisition to your Approver. The Approver will receive an email that the Requisition is awaiting his/her approval.

Click or to return to Homepage.

After Final Approval: Add the PR Number and Send to UFS Accounts Payable

The Shopper will receive an email indicating that the Requisition is approved and the Payment Request (PR) number is generated. The Shopper can also see this information on the HCOM Homepage in the My Notifications area:

You must add the following information to the invoice:
1. Write the PR number on the invoice.
2. Send everything to University Accounts Payable, 1033 Massachusetts Avenue, 2nd Floor, Cambridge, MA 02138
Special Considerations

Multiple Invoices on the Same Payment Request

If paying multiple invoices for the same vendor, write the line number on each separate invoice next to the amount paid. This ensures that UFS Accounts Payable will be able to match the invoice amount to the correct line on the Payment Request. Please limit multiple invoices on the same Payment Request to 15 invoices.

Payments in Foreign Currency

All Payment Requests should be paid in US dollars. See the Exceptions and Non-Standard Transactions document on http://eureka.harvard.edu for detailed information.

If you do need to pay an invoice in foreign currency, follow these steps to convert them to US dollars:

1. Convert foreign currency amount into US dollars, basing the rate conversion on the invoice date. Use the UFS Currency Calculator and add an additional 10% to this total to cover currency fluctuations.
2. Create a Payment Request from invoice or documentation. In the Payment Amount field, enter the invoice total as US Dollars (+10%).
3. Complete and attach a properly-approved Foreign Wire or Draft Request Form.
4. Submit Payment Request for approval. Follow normal Payment Request procedures to submit the invoice and supporting documentation, currency converter documentation, and completed Foreign Wire or Draft Form to UFS AP for processing.

Note: If the exchange rate has fluctuated in excess of $9.99 above the Payment Request PO price (conversion rate +10%), the invoice will go on price hold and the final approver will be contacted for approval before payment is issued.

Credit Memorandums

When an item is returned to the Vendor, and the Vendor agrees to give a credit for the return, the Shopper should make a request to the Vendor to send the credit to the local unit. Local units should add the Payment Request number to the credit memo and send to AP for processing.

Payment Requests – Confidential Information

Any data deemed confidential according to the guidelines of the Health Insurance Portability and Accountability Act (HIPAA) or Harvard’s High Risk Confidential Information (HRCI) guidelines should be omitted or removed from Purchase Orders and Invoices. Examples of this type of information include:

- Social Security Numbers
- Credit card numbers
- Driver’s license numbers
- Health insurance ID numbers

It is the local unit's responsibility to ensure these standards are met on their own POs and associated invoices. UFS AP does not pre-audit for confidential data on invoices. Vendor invoices containing confidential information must be received at the local unit and confidential information must be removed prior to forwarding these invoices to UFS AP for processing.

Local units may also choose to keep original invoices with specific confidential information locally. However, a notation must be made on the documentation submitted to Accounts Payable that this is being done. The notation is required for audit purposes.

Other points to keep in mind concerning confidential information and HCOM:

- An individual’s Social Security Number should not be requested via email, as this is a violation of the Harvard Security Policy
- Individuals should not enter the Social Security Number of independent contractors anywhere in HCOM.
- Correspondence containing confidential data elements should not be stored locally and should be destroyed following proper procedures for destruction of confidential data.

In an effort to further secure the personal information of Harvard employees and to safeguard Harvard University’s assets, the University Technology Security Officer, the University Archivist, and the Office for Strategic Procurement has selected DataShredder as the provider for a campus wide Data Destruction Program. DataShredder has designed the Data Destruction Program to conform to current industry standards surrounding document destruction, and allow Harvard to meet confidentiality requirements imposed by sponsored agencies granting funds to the University. DataShredder Inc. will provide secure processes, competitive prices, and flexible options for document and records destruction, in accord with Harvard's Enterprise Security Policy.

If you work with or store personal information, you must ensure that it is destroyed to the specifications of the law. Please see the Procurement site for security, the General Records Schedule, and environmental policy for more information.
Payment Requests over $50,000

In the case of both the Self-Approval and Approval Required Workflows, there are additional steps that must be followed if the Payment Request is more than $50,000. Please see the section Payment Requests >$50,000 below for more information.

The HCOM approval hierarchy will have additional approvals for Payment Requests of $50,000 or more. This complies with the University guidelines concerning this issue: If you are processing a Payment Request equal to, or greater than $50,000.00, the request will be automatically routed to the locally authorized approver that has been delegated to approve such payments, and who has a signed attestation on file with UFS Accounts Payable. If the Payment Request is $250,000.00 or greater, the payment must then be routed to the Office of the Controller or its designee (currently the Director of University Financial Services), for final approval.

For Payment Requests associated with Construction activities, you must ensure that:

1. The information on the Contractor’s Application for Payment (AIA G702) is accurate and the form is attached.
2. The requested payment conforms to the requirements of the agreement between the contractor and Harvard.

Any Payment Requests equal to or greater than $50,000 for any Goods/Services requires that:

1. Proper approval by the locally authorized approver has been obtained
2. A pre-commitment review of the purchase of documents such as lease/rental commitments was performed
3. Local receipt of the goods and service has been verified
4. The request and related account coding is complete and accurate